

Emotional competence research tools: User Manual

1 Specific goals, features, and versions of the different tools can be found in each tool's separate appendix sheet

2 Obtaining Emotional Competence research tools for research purposes

The EC tools of the Swiss Center for Affective Sciences are available for academic research purposes free of charge. Researchers who would like to use the tests are requested to complete the user agreement of the respective tool(s). The agreements can be downloaded at: <http://www.affective-sciences.org/en/emotional-competence/research-tools/>

The distribution of the tests is currently handled by the European Consortium for Research on Emotional Competence Assessment (EURECA) based at Ghent University in Belgium. The completed user agreement (signed and scanned) and a 1/2 page project description need to be sent to eureca@ugent.be. If all conditions specified in the user agreement are met, EURECA will share the requested test via **LimeSurvey** (LimeSurvey Project Team/ Carsten Schmitz, 2012).

Please keep in mind that each new study requires a new application, even if you have previously received access for a different study. Access to the research tool is granted for a maximum period of one year per study.

The researcher will receive a free account on the EURECA Limesurvey server which will contain a personal copy of the relevant survey. He or she may not make copies of the survey without permission from the EURECA contact person, i.e., data needs to be collected with the survey created by EURECA. Other people involved in the study besides the researcher (e.g., research assistants) can request an extra account on the EURECA Limesurvey server to receive access to this survey. The survey can be adapted by the researcher for his or her specific needs (e.g., by adding questions before or after the test), but no changes to the instructions or the structure of the ERAM may be made (e.g., removing questions).

To activate the survey click on the activate button 

On the next page click on Save / Activate Survey (you can leave the default settings). On the next screen you can choose between token based and open access mode (anonymous). With token based access mode you have to invite a respondent to participate so you can keep track of who completes the survey. With open access mode the url of the survey is fixed. For more information

<https://manual.limesurvey.org/Tokens/en>

Please note that we do not provide support for Limesurvey-related issues. Please consult the Limesurvey support forum if you have questions. (<https://www.limesurvey.org/en/community-services/forums>)

3 Additional settings

Date and time of the beginning and end of the survey can be saved automatically, this is activated under the 'Survey options', 'General settings', 'Notification & data management', 'Date stamp' (yes). See figure 1 steps 1, 2, 3, 4.

If you want timing data for each variable (i.e. how much time is spent on each individual question), the setting “save timings” also needs to be activated (figure 1, step 5). This data will be saved at the end of the questionnaire.

These settings can not be changed, once the survey is activated as this changes the structure of the dataset (i.e. additional variables are created).

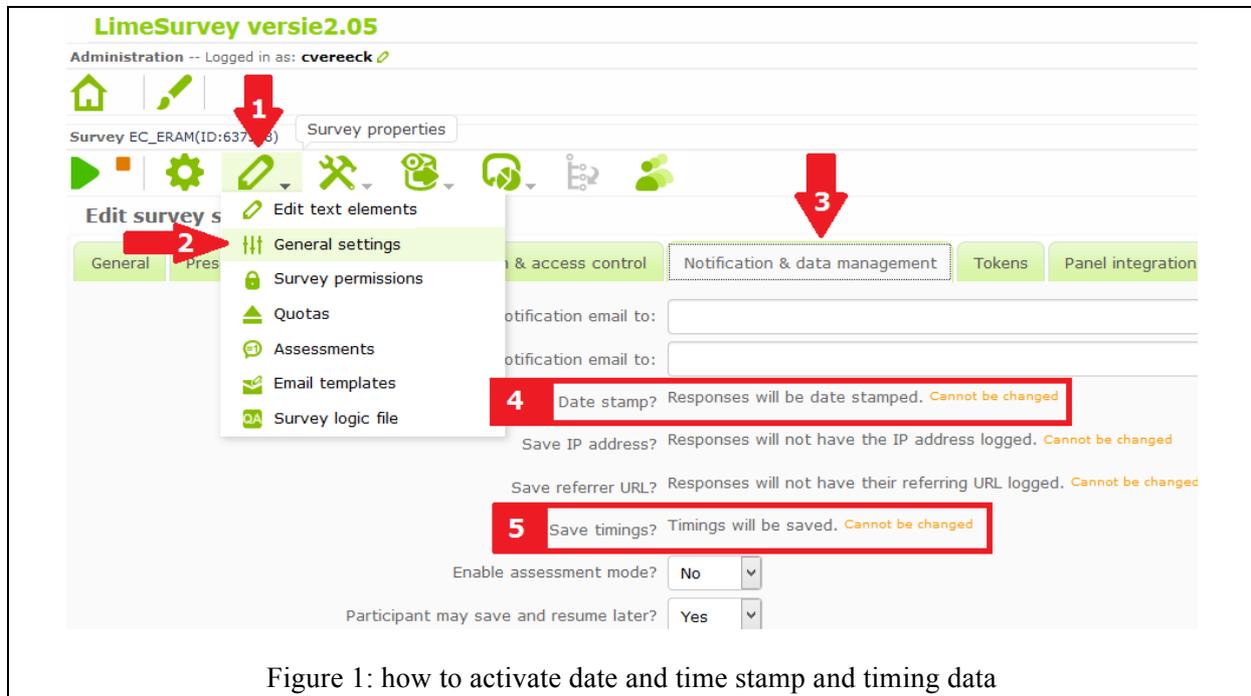


Figure 1: how to activate date and time stamp and timing data

4 Exporting data

To export your data click on the data icon  and select “Responses & statistics”.

The main export formats available in Limesurvey are:

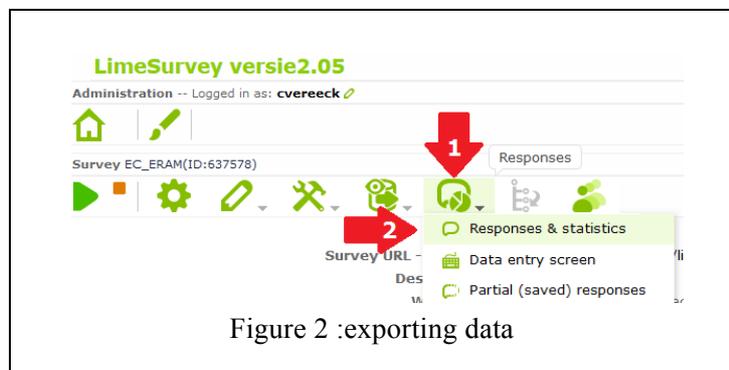


Figure 2 :exporting data

1. SPSS format 
2. CSV format (Comma Separated Values) 
3. Excel format (! In this format max 255 variables can be exported) 

We recommend downloading data in SPSS format, unless you need timing data, which is only available in CSV or excel format.

1. SPSS format

When exporting data to SPSS there are two filter options. You can select **which data** should be selected (*all records/completed records only/incompleted records only*) and for **which SPSS version** the export files will be used (*prior version 16/16 or up*).

Make sure you export as well

- the syntax file (*survey_xxxx_SPSS_syntax_file.sps*) as
- the data file (*survey_xxxx_SPSS_data_file.dat*).

The syntax file holds the commands that should be run in SPSS to import the data. It is like a programming language inside SPSS. The data file contains a comma separated file with all data. Place the two files in the same folder on your drive (example:

c:\data\survey_xxxx_SPSS_syntax_file.sps and *c:\data\survey_xxxx_SPSS_data_file.dat*)

Open SPSS

- Choose File->Open->Syntax
- Choose the appropriate file: *c:\data\survey_xxxx_SPSS_syntax_file.sps*
- Now the syntax opens.
- Change the line that reads */FILE='survey_xxxx_SPSS_data_file.dat'* to include the path where the files can be found on your pc:
/FILE='c:\data\survey_xxxx_SPSS_data_file.dat'
- Now mark the whole command text and choose Run->All from the menu and after a while (please be patient) your dataset will open in a separate window.
- save your dataset as a normal .sav file.

2. CSV format

Make the following selections in the “Export options” window.

Format: CSV format

Heading: question codes

Responses: answer codes

Click on the button “export data”, below on the page.

Open the downloaded CSV file in Excel. The data is now represented in one column instead of separate columns for each variable (Appendix A screenshot 1). Select the first column, open the Data tab and select “Text to Columns”. Select “delimited data” in the wizard (screenshot 2) that opens and click next. Select a comma as data separator and a double quote as text qualifier (screenshot 3). On the next screen open the “Advanced settings” (screenshot 4 & 5) and change the decimal separator to a point and the thousands separator to nothing and click “Finish”.

3. Excel format (restricted to 250 variables!!)

Make the following selections in the “Export options” window.

Format: Excel format

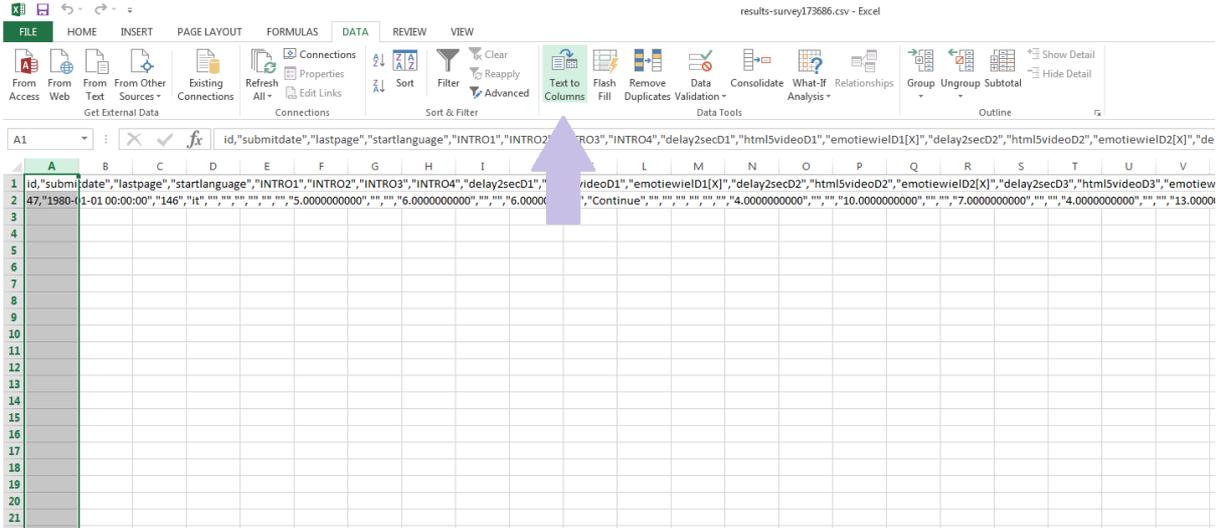
Heading: question codes

Responses: answer codes

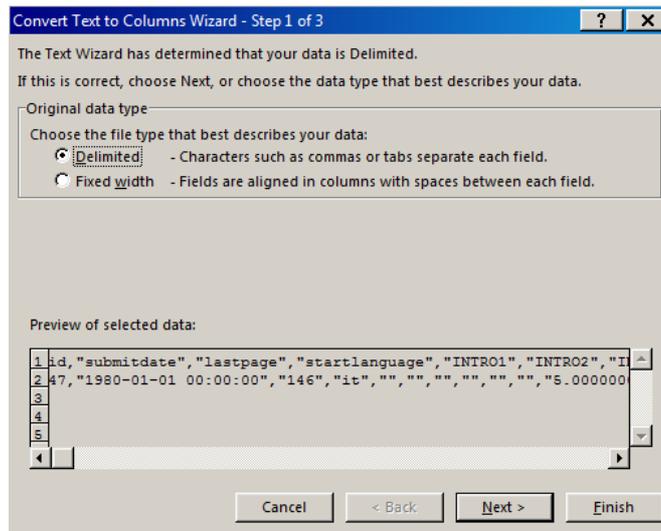
Click on the button “export data” to open the file in Excel.

Appendix A

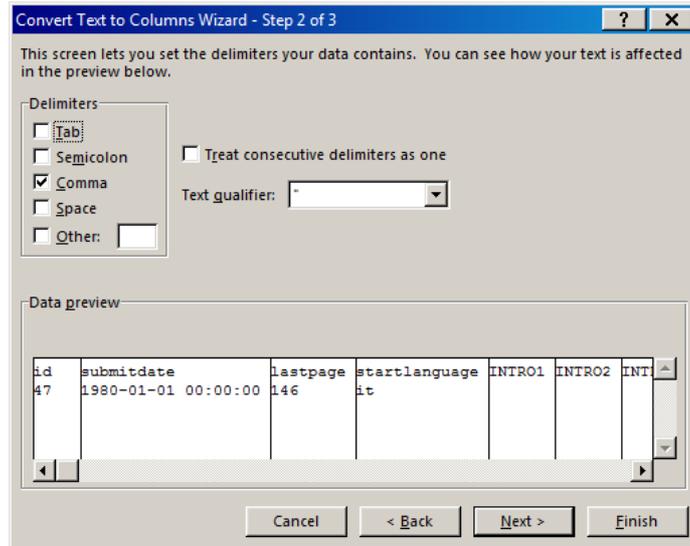
screenshot 1



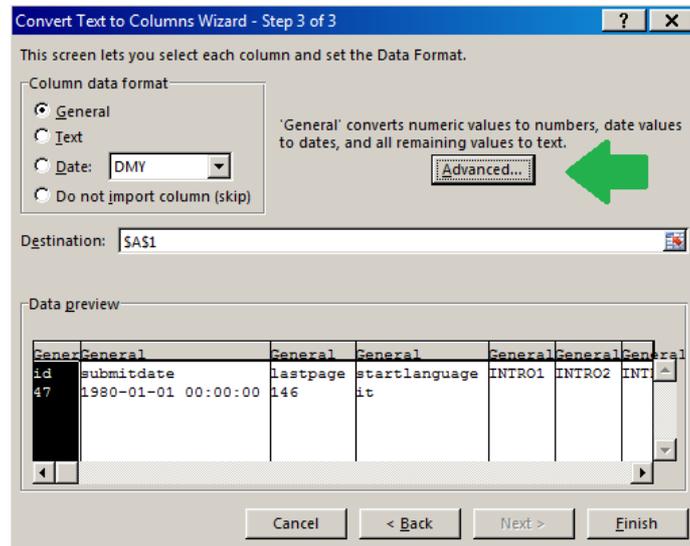
screenshot 2



screenshot 3



screenshot 4



screenshot 5

